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No. 211, Port Blair, Wednesday, August 11, 2010

**ANDAMAN & NICOBAR ADMINISTRATION
OFFICE OF THE LABOUR COMMISSIONER**

NOTIFICATION

Port Blair, dated the 11th August, 2010

No. 196/2010/F.No 2-1-B.C/LC-08/852.— WHEREAS, the draft Andaman and Nicobar Islands Building and Other Construction Workers (State Welfare Board, Registration of Beneficiaries and Welfare Schemes) Rules, 2010 was kept perusal of all concerned in the Office of the Labour Commissioner and also uploaded in the official website of the Labour Department inviting objections/suggestions from the general public within 30 days.

And WHEREAS, no suggestions or objection have been received in the matter.

Now, THEREFORE, in exercise of the powers conferred by Sub-Section (1) of Section 62 of the Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 read with Govt. of India, Ministry of Home Affairs Notification No: SO 668(E) dated 14.07.2000, the Lt. Governor, A & N Islands hereby makes the following Rules namely – The A&N Islands Building and Other Construction Workers (State Welfare Board, Registration of Beneficiaries and Welfare Schemes) Rules, 2010.

1. Short title, application and commencement:- (i) These rules may be called the A&N Islands Building and Other Construction Workers (State Welfare Board, Registration of Beneficiaries and Welfare Schemes) Rules, 2010.

(ii) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions: -

- (a) 'Contribution' means the sum of money payable to the fund by the beneficiary;
- (b) 'Family' means the husband or wife and minor sons and unmarried daughters of the building worker and the parents solely dependent on him/her;
- (c) 'Board' means the Andaman & Nicobar Islands Building and Other Construction Workers Welfare Board constituted under Section 18 of the Act;
- (d) 'Fund' means the Andaman and Nicobar Islands Building and Other Construction Workers' Welfare Fund constituted by the Board under Section 24 of the Act.

3. Constitution of the Board and filling up of casual vacancies:-

The A&N Islands Building and Other Construction Workers Welfare Board has been constituted by the A&N Administration under Section 18 of the Act.

- (a) The term of office of the Chairperson and the members of the Board other than the official members shall be three years from the date of their appointment and they can be reappointed up to maximum two terms.
- (b) A member nominated to fill a casual vacancy shall hold office for the remaining period of the term of office of the member in whose place he is nominated.

4. Meeting of the Board: - The Board shall ordinarily meet once in three months:

Provided that the Chairperson shall, within fifteen days of the receipt of a requisition in writing from not less than one third of the members of the Board call a meeting thereof.

5. Quorum:-

The quorum for the meeting shall be one third of the total members, having the presence of at least one member each representing the Government, employers and the building workers.

6. Notice of meeting and list of business: - Notice intimating the date, time and venue of every meeting together with a list of business to be transacted at the meeting shall be sent by registered post or by special messenger, to each member fifteen days before the meeting:

Provided that when the Chairperson calls a meeting for considering any matter which in his opinion is urgent, notice of not less than three days shall be deemed sufficient.

7. Chairperson to preside at meetings :- (1) The Chairperson shall preside over every meeting of the Board in which he/she is present, and if, for any reason the Chairperson is unable to attend the meeting any member nominated by the Chairperson in this behalf shall preside over the meeting.

(2) When the Chairperson is absent and no member has been nominated by the Chairperson under sub-rule (1), the members present shall elect one of them to preside over the meeting and the member so elected shall exercise all the powers of the Chairperson in conducting the meeting.

(3) No business shall be transacted at any meeting of Board without the Quorum prescribed in Rule 5.

8. Cessation of membership: - If any member of the Board, not being ex-officio member, fails to attend three consecutive meetings of the Board without obtaining the leave of the Chairperson for such absence, he shall cease to be a member of the Board:

Provided that the Board may, if it is satisfied that such member was prevented by sufficient cause from attending three consecutive meetings, direct that such cessation shall not take place and on such direction being made, such member shall continue to be a member of the Board.

9. Transaction of business: - Every question considered at a meeting of the Board shall be decided by a majority of the votes of the members present and voting and in the event of any equal votes, the Chairperson shall have and exercise a casting vote.

10. Minutes of the meetings : - Every decision taken at a meeting of the Board shall be recorded in a minutes book at the same meeting and signed by the Chairperson. The minutes book shall be a permanent record.

- 11. Procedure for preparation of Budget of the Board:-** (1) The budget estimates for every financial year shall be prepared and laid before the Board on or before the 31st day of January of the preceding financial year and after it is approved by the Board the same shall be forwarded to the A&N Administration for approval on or before the 10th February. The A&N Administration shall approve the budget before the 28th February, after making such amendments and alterations as it considers necessary.
- (2) The budget amended or altered and approved shall constitute the budget of the Board for the financial year and shall be issued under the seal of the Board and signed by the officer or officers of the Board duly authorized in this behalf.
- (3) An authenticated copy of the approved budget shall be forwarded to the A&N Administration before 10th March.
- 12. Additional expenditure:** (1) If during the course of the financial year it becomes necessary to incur expenditure over and above the provisions made in the Budget, the Board shall immediately submit to the A&N Administration the details of the proposed expenditure and specify the manner in which it is proposed to meet additional expenditure. The State Government may either approve the proposed expenditure after making such modifications, as it considers necessary, or reject it.
- (2) A copy of the order passed by the A&N Administration under sub-rule(1) shall be communicated to the Board and the auditor, if any appointed by the A&N Administration.
- (3) The expenditure shall be incurred subject to the approval of the Board.
- 13. Maintenance of Audit and Accounts:-** The accounts of the Board shall be prepared and maintained by the Accounts Officer or Cashier of the Board and shall be audited by the Auditors appointed by the Board once a year. The Secretary of the Board shall be responsible for the disposal of the Audit Notes.
- 14. Annual Report of Board:** The Board shall submit to the A&N Administration and Central Government as soon as may be after the 1st of April every year and not later than 31st day of October an Annual Report in **Form- A** on the working of the Board during the preceding year ending on 31st March of the year alongwith audited copy of Accounts together with an Auditor's report.
- 15. Fees and Allowances :-** (1) Every non-Official member of the Board shall be paid a sitting allowance of Rs. 250/- for attending a meeting of the Board.
- (2) Every non-official member living outside South Andaman Island shall be paid traveling allowance and daily allowance for attending the meeting of the Board at such rates admissible to Group-B officers of the A&N Administration.
- 16. Opening of District and Regional Offices:** -The Board may open District and Regional offices as may be considered desirable, for the purpose of implementing the welfare schemes under the Act.
- 17. Powers, duties and functions of the Board :-**(1) The Board shall be responsible for-

- (a) all matters connected with the administration of the fund and grant of benefits to the beneficiaries under the Act and Rules made therefore;
- (b) laying down policies for the deposits of the amount of the fund;
- (c) submission of annual budget to A&N Administration for sanction;
- (d) submission of annual report to A&N Administration on the activities of the Board;
- (e) proper maintenance of accounts;
- (f) annual audit of accounts of the Board in accordance with the provisions of the Act;
- (g) collection of contribution to the fund and other charges;
- (h) launching of prosecutions for and on behalf of the Board;
- (i) speedy settlement of claims and sanction of assistance and other benefits;
- (j) proper and timely recovery of any amount due to the Board.

(2) The Board shall furnish information to A&N Administration on such matters as the A&N Administration may refer to it, from time to time.

- 18. Secretary to Board :-** (1) The Secretary of the Board shall be the Labour Commissioner and Chief Inspector of the Building and Other Constructor Workers (RE&CS) Act, A&N Islands and he shall be the Chief Executive Officer of the Board.

(2) The Secretary shall, with the approval of the Chairperson, issue notice to convene meetings of the Board and keep the record of minutes and shall take necessary steps for carrying out the decisions of the Board.

- 19. Appointment of Officers & Staff:-** The Board may appoint as many officers and employees on consolidated salary as it considers necessary to assist it in the efficient discharge of its functions under the Act, subject to provisions of sub-section 3 of section 24 of the Act.

- 20. Administrative and financial powers of the Secretary:-** (1) The Secretary of the Board may, without reference to the Board, sanction expenditure and fund for contingencies, supplies and services and purchase of articles, refund for administering the fund subject to the limits up to which he may be authorized to sanction expenditure on any single item from time to time by the Board.

(2) The Secretary may also exercise such other administrative and financial powers other than those specified in sub-rule (1), as may be delegated to him from time to time by the Board.

- 21. The A&N Islands Building and Other Construction Workers' Welfare Fund:-**

(1) The Board shall administer "The A&N Islands Building and Other Construction Workers' Welfare Fund" in accordance with the provisions of the Act and these Rules.

(2) The fund shall vest in and be administered by the Board.

(3) There shall be credited to the Fund-

- (a) grant or loan or advances, if any, made by the Government of India;
- (b) the contribution paid by the beneficiaries under these rules;
- (c) all sums received by the Board under the Building and Other Construction Workers' Welfare Cess Act, 1996 and Rules made thereunder;

(d) all sums received by the Board from such other sources as may be decided by the Central Government.

- 22. Beneficiary under the Act:-** Every building worker who has completed 18 years of age, but has not completed 60 years of age and who has completed 90 days of service as a building worker during the preceding 12 months shall be eligible for registration as a beneficiary under the Act.

- 23. Manner of making applications for registration of beneficiary:** - (1) The application referred to in sub-section (2) of section 12 of the Act shall be made in **Form-B**, annexed to these Rules, to the Secretary or to an Officer authorized by him in this behalf.
- (2) Every application referred to in sub-rule (1) shall be accompanied by three small size photographs of the concerned worker—one to be pasted on the space provided for in the application form and the other two to be enclosed with the application.
- (3) Every such application shall be accompanied by the documents showing payment of registration fee of Rs. 20/- in favour of Secretary, A&N Islands Building and Other Construction Workers Board.
- (3) A Certificate to prove age as specified below shall also be submitted along with the application:
- (i) School records/Driving License/Passport/Family Ration Card/Islander Identity Card/Election Photo Identity Card issued by the Election Commission of India or any kind of photo identify card issued by the Government.
- (ii) Certificate from the Registrar of Births and Deaths.
- (iii) In the absence of the above certificate, a certificate from a Medical Officer not below the rank of an Assistant Surgeon in Govt. Service.
- (iv) Affidavit.
- (4) Certificate from the employer or contractor that the applicant is a construction worker and had completed 90 days of service as a building worker. In case such certificate is not available a certificate issued by registered Construction Workers Unions or a certificate issued by the Labour Inspector/Asst. Labour Commissioners/Labour Commissioner or by the Executive Officer/Secretaries of Local Bodies i.e. Panchayat, Panchayat Samiti, Zilla Parishad, Municipal Corporation/Board/Council may also be considered.
- (5) The Building or other Construction Worker shall also file a nomination in **Form No. C**. The Nomination shall stand revised in the name of the spouse on his/her marriage unless there is a legal change in his/her status or that of the family.
- (6) Where the Secretary or Beneficiary Registering Officer authorized by him, is satisfied that the applicant fulfills the conditions, such worker shall be registered as member.
- (7) Any person may, within 30 days, file an appeal to the Board against the decisions of the Secretary or Beneficiary Registering Officer on non-registration as member and decision of the Board thereon shall be final.

24. Grant of Registration of Workers as Beneficiary and Issue of Identity Card:-

- (1) After registration of Beneficiary, the Secretary or Beneficiary Registration Officer shall issue an identity card with his photograph duly affixed thereon in **Form -D**, annexed to these Rules. Beneficiary Registration Officer shall maintain a Register of Identity Cards so issued in **Form -E**.
- (2) The Beneficiary Registration Officer shall also maintain a district wise register of workers registered as beneficiary in **Form-F**, annexed to these rules.
- (3) Beneficiary Registration Officer may with the support of Contractors/ employers conduct a strategic campaign plan to create awareness about activities of the Board and advise

contractors at sites for registration of workers. Wide publicity and comprehensive awareness campaign has to be undertaken by the Secretary with due approval of the Board.

- (4) The Beneficiary Registration Officer shall hold camps with his supporting staff for spot registration with assistance of contractors/ employers.

25. Issue of Duplicate Identity Card:-In the case of loss of identity card issued under these Rules, a duplicate identity card will be issued by the Board either on an application by the registered construction worker concerned, or, in the event of his death, by his nominee. The fee for the issue of a duplicate card shall be Rs.10/-

26. Contribution to the Fund:-(1) A beneficiary of the fund shall contribute to the fund @ Rs. 10 per month either by himself or through his employer or contractor. This contribution shall be remitted once in 3 months in favour of the Secretary, A&N Islands Building and Other Construction Workers Welfare Board.

- (2) If a beneficiary commits default in the payment of contribution continuously for a period of one year, he shall cease to be a beneficiary of the fund. However, with the permission of the Secretary of the board or any officer authorized by him in this behalf the membership may be resumed on payment of arrears of contribution with a fine of Rs. 5/- per month, subject to the condition that such resumption shall not be allowed more than thrice.

- (3) Special drive for collecting the contribution shall also be undertaken by the Beneficiary Registration Officer or any officer as authorized by the Secretary of the Board, through Contractor/employer, and the same shall be deposited in favour of Secretary to the Board once in three months.

27. Duty of the employer to file returns:-(1) Every employer shall, within 15 days from the commencement of these Rules send to the Secretary or any other officer authorized by him in this behalf a consolidated return in **Form- G** containing the particulars of the establishment and building workers entitled to be registered as well as those who left the service during the preceding month.

28. Maintenance of Register: - Every employer shall maintain a register showing the particulars of the building workers and a register of contribution in **Form- H.**

29. Medical Assistance: - (1) The Secretary of the Board may sanction medical assistance to the beneficiaries who are hospitalized for 5 or more days due to accident or illness. The medical assistance shall be Rs. 100/- per day for the first 5 days and Rs. 50/- per day for the remaining days subject to a maximum of Rs. 2,000/-, subject to production of medical certificate.

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- (2) In the event of medical referred cases to the Mainland of the beneficiary or his/her "family" members by the Govt. Medical Authorities for treatment, the beneficiary shall be entitled up to Rs. 20,000/- subject to production of referral letter from Govt. Medical Superintendent. The Board shall examine mainland referral cases for medical assistance in accordance with the provisions of this Rule and the decision of the Board shall be final.

- (3) In exceptional or emergency cases, the Secretary of the Board may sanction an amount of Rs. 20,000/- as medical assistance in case of mainland referral medical case for which Ex-post facto sanction is required to be obtained from the Board.

- (4) The Secretary of the Board may sanction an amount of Rs. 500/- to the beneficiaries or their "family" in case any emergency treatment is undergone in recognized hospitals functioning in the A&N Islands on production of medical bills once in a year.

- (5) Every applicant shall submit application alongwith requisite documents in **Form -I.**

- (6) The Secretary of the Board shall maintain a register of Medical Assistance in **Form-J.**

- 30. Payment of Death Benefit:** - (1) The Board may sanction an amount of Rs. 20,000/- to the nominee or "family" of a beneficiary in case of natural death benefit. If the death is due to an accident during the course of employment, the nominee or "family" of the beneficiary may be given Rs. 50,000/- towards death benefit.
- (2) A nominee who is entitled to Death Benefit under this rule shall submit to the Secretary an application in **Form-K**. A death certificate issued by the Registrar of Births & Deaths shall be produced alongwith the application.
- (3) The Secretary or the officer authorized by him may on receipt of the application conduct an enquiry with regard to the eligibility of the applicant.
- (4) The Secretary shall forward enquiry report to the Board for sanction of the death benefit.
- (5) The Secretary of the Board shall maintain a register for death benefit in **Form -L**.
- (6) The decision of the Board in respect of sanction or rejection of the application shall be final.
- 31. Payment of Funeral Assistance:** (1)The Secretary of Board may sanction an amount of Rs. 2000/- to the nominees/dependents of a deceased member, towards funeral expenses. An application in **Form No. M** shall be submitted to the Secretary for this benefit.
- (2) The Secretary of the Board shall maintain a register for funeral assistance in **Form- N**.
- 32. Pension Benefit :-** (1) Every registered construction worker, who has completed 55 years of age, is eligible for pension, if he/she has continued as such worker for a continuous period of not less than five years and regularly paid contribution to the fund:

Provided that a building or construction worker, who has not completed 55 years of age but registered with the Board for a continuous period of two years is also eligible for pension if he/she become disabled due to sickness and incapacitated from normal work.

The pension will become payable from the 1st day succeeding the month in which he or she completes 55 years.

- (2) (a) An application for pension shall be submitted in **Form-O** to the Secretary of the Board or the Officer authorized by him for the Purpose.
- (b) If in the opinion of the Board the applicant is eligible for pension, the Board shall sanction pension and the Secretary will send the pension sanctioning order to the applicant:

Provided that no applicant shall be rejected unless the applicant has been given an opportunity of being heard by the Board or an Officer authorized by the Board to do so.

- (3) If it is found that the applicant is not eligible for pension, the application shall be rejected, and the applicant be informed accordingly within a period of 90 days.
- (4) The applicant may file an appeal before the Board against the decision taken under sub-rule (3) within 60 days from the date of the receipt of the order. However, the Board may for sufficient reason in writing condone the delay in filing the appeal.
- (5) The amount of pension shall be Rs. 250/- per month. The Board may with the previous approval of the A&N Administration revise the pension.
- (6) The Applicant shall furnish Life Certificate for every six months to the Secretary of the Board. The nominee of the Applicant shall report the date of death to the Secretary of Board. On receipt of the information on the death of the pension beneficiary workman, the Secretary of the Board shall make necessary entries in a Register in **Form-O** and discontinue the payment of pension.
- (7) The Secretary of the Board shall maintain a register for pension benefit in **Form -P**.

33. Educational Assistance:- (1)The Secretary on behalf of the Board, may, on an application from a registered construction worker whose son or daughter is studying in any class as specified in Column No.1 of the following table, sanction the amount as specified in column No. 2 of the following table as Educational Allowance:

Class	Amount of Educational Assistance (Rs. Per month)
(1)	(2)
Class 1 to 5	Rs.50/-
Class 6-8	Rs.75/-
Class 9-12	Rs.100/-
Diploma/Graduate Studies	Rs.150/-
Vocational Training through ITI	Rs.200/-
Post Graduate Studies	Rs.250/-
MBBS/BE	Rs.300/-

- (2) The amount shall be sanctioned only if the following conditions are fulfilled namely-

(a) A minimum of one year shall have lapsed from the date of registration of the applicant to the date of his/her application;

(b) Only two children of a registered construction worker shall be given this assistance; and

(c) The application for claiming the amount specified in sub-rule shall be in **Form- Q.**

(3) The Secretary of Board shall maintain register of Educational Assistance in **Form - R.**

34. Marriage Assistance: (1) the Secretary of the Board, shall on an application from a registered construction worker, sanction a sum of Rs. 5,000/- (Rupees five thousand only) as assistance to meet the marriage expenses of the worker's two dependant children.

(2) The Amount shall be sanctioned only if the following conditions are fulfilled namely:

(a) a minimum of one year shall have lapsed from the date of registration of the applicant till the date of marriage of the applicant's son or daughter for whose marriage the assistance is sought;

(b) the family of a registered construction worker can avail this assistance only twice;

(c) the registered construction worker shall have no dues payable to the Board; and

(d) the son or daughter of the registered construction worker, for whose marriage the assistance is sought, shall have attained the age prescribed by Law for marriage.

(3) The application for claiming the marriage assistance in Sub-Rule (1) shall be in **Form-S.**

(4) The Secretary of the Board shall maintain a register of marriage assistance in **Form-T.**

35. Maternity Benefit :- (1) The women employees who are registered beneficiary for a period of one year shall be given a sum of Rs. 5000/- as maternity benefit during the period of maternity. The male employees who are registered beneficiary for a period of one year and whose wife is 19 years or more and not a registered beneficiary shall also be given a sum of Rs. 2500/- as maternity benefit.

(2) The registering beneficiaries are entitled maternity benefit on only two occasions.

(3) The application for claiming the maternity benefit in Sub-Rule (1) shall be in **Form- U.**

(4) The Secretary of the Board shall maintain a register of Maternity Benefits in **Form- V.**

(5) The decision of the Board either to sanction or reject the application for Maternity Benefit shall be final.

36. Premium for Group Insurance Scheme of the beneficiary: The Board may explore the possibilities to tie up with an Insurance Company to extend the benefit of Group Insurance Scheme.

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37. Other Welfare measures: - The Board may make provisions for other welfare measures or assistance or facilities and also make improvements on the existing welfare measures as mentioned in the Rules.

38. Investment of amount:- All money belonging to the fund may be invested in Scheduled banks or in the securities referred to in clauses (a) to (d) of section 20 of the Indian Trusts Act, 1882.

39. Utilization of the fund:- The fund shall not, without the previous approval of the Board, be expended for any purpose other than those mentioned in the Act and the Rules.

40. **Recovery of advances and loans:** The Board shall have the power to stipulate the conditions for recovery of loans and advances.
41. **Copies of the registers and reports to be furnished:-** The Secretary of the Board shall furnish copies of the registers and annual report of the fund to any employer or member of the fund on written application with the approval of the Board.
42. **Execution of Contract:-** All orders and other instruments shall be made and executed in the name of the Board and shall be authenticated by such persons as the Board may specify.
43. The implementation of all welfare schemes shall be subject to availability of funds.

FORM-A
(See Rule 14)

A&N Islands Building and Other Construction Workers Welfare Board, A&N Islands
Annual Report for the year.....

I. Board:

1. Full registered address :
2. Date of constitution :
3. Name of Chairperson :
4. Member of the Board :
5. Regional Offices with address, if any :
6. No. of Staff of the Board with grade-wise
(Including regional offices) :

II. Membership:

- i) No. of beneficiaries registered with the Board
- ii) No. of registered employers :
- iii) No. of beneficiaries registered during the audit
period :

III. Meetings:

State the number of meetings held with dates
during the year and names of the members
remaining absent :

IV. Audit:

- i) Date of the last audit :
- ii) Have any irregularities been mentioned in the
previous audit? If so, state the position
regarding compliance thereof :

V. Internal audit :

- a) Is there a formal internal audit system in operation? :
- b) Any special areas which are taken up by the internal
Auditor? If yes, list them :
- c) Who had done the internal audit? Whether the
internal auditor is from the panel of auditor? :
- d) State whether there is proper co-ordination
between the Govt. auditor and the internal auditor :
- e) Whether recommendations made by the internal
auditor have been complied with by the Board,
if no, specify them :

VI. Cash, bank balance and securities :

- a) Cash :
 - a) Whether the cash is counted physically by
the auditor? If yes, give the date :
 - b) Who produced the cash for counting? Give
his name and designation, Is he authorized
to keep cash? Whether the cash balance
was within the limits stipulated :
 - c) Is it correct according to cash book? :
 - d) Are management for safety of cash in safe
and cash in transit adequate? :

- e) Whether any insurance policy money in transmit, cash in safe and fidelity guarantee is taken out? If yes, specify the sum insured against each category :
- b) Bank balance:
- a) Do the bank balance shown in bank statements / pass book tally with the bank book? If not, whether any reconciliation statement is prepared? Attach statement :
- b) Whether confirmation of balance are obtained from all the banks? :
- c) Securities:
- a) Verify securities physically and see whether they are in the name of the Board :
- b) Are dividends and/or interests being duly collected and whether provision of accrued interest is as calculated correctly? :
- c) If securities are lodged with the bank, are relevant certificate obtained? :
- d) If investment register kept and written up to date? :
- e) Whether the aggregate amount as per the register tallies with the ledger? If not what is the quantum of difference? :
- f) Amount not received upon maturity :

VII. Moveable and immovable property:

- a) Are relevant registers maintained up to date? :
- b) Verify properly physically and obtain list. Do the balance tally with balance sheet features? :
- c) In case of immovable properties including land, verify title deeds and see whether they are in the name of the Board :
- d) If the property duty insured whether necessary ? If so, give details :
- e) Depreciation:
- i) Is due depreciation charges? ;
- ii) State the rates of depreciation charged on various assets :

VIII. Receipts during the year under report:

- 1) Amount of grants/loans received from the Central Govt. :
- 2) Amount of contribution received from the beneficiaries. :
- 3) Amount of cess received :
- 4) Amount of registration fees received from the beneficiaries :
- 5) Any other source :

IX. Expenditure during the year under report:

- 1) Financial assistance provided to the beneficiaries give the details scheme-wise :
- 2) Administrative expenditure including salary :
- 3) Expenditure on other heads, specify the heads :

X. Activities:

- 1) State the various activities of the Board :
- 2) Proposals for the future scheme :

XI. General:

1. Litigations :
 - a) No. of court cases against Board :
 - b) No. of court cases filed by the Board :
2. Inspections:
 - a) Whether any inspection has been carried out by the any Central/State Govt. authority :
 - b) Orders / directions issued, if any :
3. Proposals:
Pending proposals, if any, with the A&N Administration :

FORM –B**(Rule 23(1))**Space for fixing
photograph**APPLICATION FOR REGISTRATION AS A BENEFICIARY**

1. (a) Name of the building or other construction worker:

(b) Father's Name / Husband's Name :

(c) Date of birth / age
(Attested copies of certificate
Showing proof of age to be
Enclosed) :

(d) Permanent address :

(e) Present address :

(f) Marital Status
Married/Unmarried/Widow/Widower :2. Name and address of employer(s)
for whom worked in last three months :

Sl. No.	Name and Address of employer(s)	Description and location of Establishment where applicant is/was employed	Registration No. of Establishment	
(1)	(2)	(3)	(4)	
1.				
2.				
3.				
Designation and nature of work performed by the applicant	Dates of commencement and conclusion of employment		No. of days for which actually employed	Remarks
	Commencement	Conclusion		
(5)	(6)	(7)	(8)	(9)

3. Unique Identity Card No. :

4. EPF No., if any :

5. Particulars of documents regarding submission
of registration fees :

6. Rate of subscription :

The above facts are true to the best of my knowledge.

Signature of the Applicant

Place:

Date:

Certified that the above applicant is /was engaged as a building or other construction worker
for the period mentioned in Item No. 2 above

Signature of Employer/Contractor/
General Secretary or President of Trade Union/
Secretary of Gram Panchayat/ Secretary
of PBMC/Adhyaksh of Zilla Parishad/
Pramukh P/Samithi/Pradhan GP/Labour
Inspector/ALC/LC/Executive Officer Panchyat
Samiti/Junior Engineer of Department concerned

FORM-C
(See Rule 23- (5))

NOMINATION FORM

I nominate the following person / persons as rightful dependants, to receive all the dues from the A&N Islands Building and Other Construction Workers Welfare Board on my behalf and in the event of my death as rightful heirs to receive all benefits due to me.

(1)	(2)	(3)	(4)
Name and address of Nominee / Nominees	Relationship with the Workers	Age of Nominee (s)	Amount of share given to each nominee

Place:

Date :

Name, Address & Registration No. of the Beneficiary worker

FORM –D
(See Rule 24 (1))

ANDAMAN AND NICOBAR ISLANDS BUILDING AND OTHER CONSTRUCTION WORKERS
WELFARE BOARD

IDENTITY CARD OF THE BENEFICIARY

1. ID/Reg No. :
2. U I C No. :
3. Name of the building worker :
4. Father's / Husband's Name :
5. Date of Birth :
6. Permanent Address :

7. Present Address :

8. Nature of job/ employment
at the time of registration :

9. Signature of the worker registered
as Beneficiary :

PHOTO OF THE
BENEFICIARY
WORKMAN TO BE
SIGNED AND
SEALED BY BRO

Signature
Date and Seal of the
Beneficiary Registering Officer

Sl. No.	Name & Address of Employer	Date of commencement of Employment	Date of conclusion of Employment	Total working days	Details of payment of subscription	Signature of employer	Signature of Beneficiary Registering Officer
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FORM-E
(See Rule 24 (1))

REGISTER OF IDENTITY CARDS

District.....

(1)	(2)	(3)	(4)	(5)	(6)
Sl. No.	Name and address	No. of Identity Card issued	Date of issue	Signature of Beneficiary Registering Officer	Remarks

FORM – F
(See Rule 24(2))

**REGISTER OF BUILDING WORKERS REGISTERED AS BENEFICIARIES BY THE
A&N ISLANDS BUILDING AND OTHER CONSTRUCTION WORKERS' WELFARE BOARD**

District.....

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Sl. No.	Full Name of the Workmen	Date of birth & sex	Father's/Husband's Name	Permanent address	Present Address	Name, Registration No. & Address of the Establishment where Engaged with Phone No:	Nature of Work in which engaged.	Beneficiary Registration No.	Identity Card No. Issued	Name of the Nominee and relationship	Signature of beneficiary registering officer

FORM-G
(See Rule 27 (1))

EMPLOYER RETURN

Return for the month ofRegarding the details of workers

1. Name, address & contact phone no. of the Establishment:

(i) Names of the Partners/ Directors/Proprietor/Employer/Occupier:

(ii) Name of Managing Partner/ Managing Director, if any:

(iii) Details of Branches, if any:

2. No. of workers as on the close of pervious month :

3. No. and Name(s) of Worker(s) who left service :

4. No. & Name(s) of Worker(s) to be registered :

5. No. of workers as on the close of current month :

Place:

Date:

Signature and Name of the Employer

FORM-H
(See Rule 28)

REGISTER OF BENEFICIARIES TO BE MAINTAINED BY THE EMPLOYER

1. Sl.No.
 2. Name and full address of the beneficiaries :
 3. Age & Date of Birth :
 4. Sex: Male/Female :
 5. Nature of work :
 6. Designation :
 - 7.(i)Date of commencement of employment :
 - (ii) Date of Completion of employment :
 8. Rate Wages per day/per month :
 9. Date & No. of Registration of a beneficiary :
 10. Quarterly Contribution of the beneficiary :
- | January to March | April to June | July to Sept | October to December |
|------------------|---------------|--------------|---------------------|
| | | | |

11. Remarks, if any :

Date :

Place : _____ Employer's Signature _____

FORM-I
(See Rule 29 (5))

APPLICATION FOR MEDICAL ASSISTANCE

To

The Secretary
A&N Islands Building and other Construction Workers Welfare Board
Port Blair

1. Name and address of applicant
 - (a) Name and Age of Dependent of the Applicant
if the applicant is claiming medical assistance
for the dependent :
2. Age and date of birth of the applicant :
3. Registration No. :
4. Date of payment of first subscription amount :
5. Date of payment of last subscription :
6. Total amount of subscription :
7. Details regarding illness :
8. Nature of disability due to accident, if any :
9. Whether treated in a Government Hospital?
If so, date of admission and date of discharge :
and fitness certificate.
10. Place of treatment, in case he is not treated in
Government Hospital & period of treatment
Bills No: Date to be enclosed in originals :
11. Whether the applicant was in plaster?
If so, for how many days?
12. The details of serious illness for which Govt. Medical
referred to Mainland for treatment :
(A copy of the Medical Superintendent in this
regard shall be enclosed)
13. Total amount of Medical applied for :
15. Details of documents submitted :

The above facts are true to the best of my knowledge and information.

Place:

Date:

Signature and Name of applicant

FORM-J

(See Rule 29(6))

REGISTER OF MEDICAL ASSISTANCE

1. Date of receipt of application :
2. Name & Registration No. of worker :
3. Details of remittance of contribution to
Fund by the applicant :
4. Date of Birth :
5. Medical Assistance Sanctioning Order
No. & Date :
6. Name & address of applicant :
7. Amount of payment of Medical Assistance :
8. Signature of the applicant :

Signature of Secretary of the Board

FORM-K
(See Rule 30(2))

APPLICATION FOR DEATH BENEFIT

To

The Secretary

A&N Islands Building and other Construction Workers Welfare Board

Port Blair

1. Name and address of applicant :
2. Relationship with worker :
3. Name and address of the worker :
4. Registration No. :
5. Age and date of birth :
6. Worker whether married :
7. Nature of Death (copy of the death certificate
to be enclosed) :
8. Details of documents submitted :
(a) Copy of the nomination/legal heir certificate :
9. Amount of Death Benefit sought :

The above details are true to my knowledge and information.

Place:

Date:

Signature and Name of Nominee

FORM-L
(See Rule 30(5))

REGISTER OF DEATH BENEFIT

1. Date of receipt of application :
2. Name & Registration No. of worker :
3. Period of remittance :
4. Date of Birth :
5. Death benefit sanctioning order No. &
Date of the Board :
6. Name & address of nominee with
Relationship to member :
7. Amount of payment of Death Benefit :
8. Signature of the recipient :

Signature of Secretary of the Board

FORM-M
(See Rule 31 (1))

APPLICATION FOR FUNERAL ASSISTANCE

To

The Secretary

A&N Islands Building and other Construction Workers Welfare Board

Port Blair

1. Name of the registered construction
deceased worker :
2. Address :
3. Registration No :
4. Place & Date of death :
5. Cause of death :
6. Name & Address of the applicant
 - (a) Relationship to the deceased worker :
 - (b) Whether the applicant is nominee or not :
7. Details of documents submitted
 - (a) Copy of the Death certificate :
 - (b) Copy of the nomination/legal heir
certificate :
8. Amount of Death Benefit sought :

The above details are true and correct to the best of my knowledge and belief.

Place:

Date:

Signature and Name of Applicant/Nominee

FORM-N
(See Rule 31(2))

REGISTER FOR FUNERAL ASSISTANCE

1. Date of receipt of application :
2. Name & Registration No. of worker :
3. Date of Death :
4. Name & address of nominee with
Relationship to member :
5. Amount of payment of Funeral Assistance :
6. Signature of the recipient :

Signature of Secretary of the Board

FORM-O
(See Rule 32(2) (a))

APPLICATION FOR PENSION

To

The Secretary

A&N Islands Building and other Construction Workers Welfare Board

Port Blair

1. Name and address of applicant :
2. Sex : Male/Female :
3. Registration No. :
4. Date of Birth :
5. Date of completion of 50/55 years :
6. Details of payment of first and last
subscription of contribution to fund :
7. Default if any and reasons thereof :
8. List of documents:
 - (a) Identity Card :
 - (b) Date of Birth :
 - (c) Bank Account No: of Applicant :
9. Address to which pension is to be sent :
10. Any other information :
(Details of pension benefit, if any from other
Welfare Board) :

The facts mentioned above are true to my knowledge and information.

Place:

Date:

Signature and Name of Applicant

FORM- P
(See Rule 32(7))

REGISTER OF PAYMENT OF PENSION

[illegible]

Form-Q
(See Rule 33 (2)(c))

APPLICATION FOR EDUCATIONAL ASSISTANCE

To

The Secretary

A&N Islands Building and other Construction Workers Welfare Board

Port Blair

1. Name & Address of the registered construction worker:
2. Registration Number and Date:
(copy of the Identity Card to be enclosed)
3. Details of sons or daughters of the registered construction worker:

Sl. No.	Name of Student	Date of Birth	Class in which He/She is studying	Name of the School

The above details are true and correct to the best of my knowledge and belief.

Place:

Date:

Signature and Name of Applicant

CERTIFICATE

It is certified that Kr./Kumari.....
S/o/D/o of Shri/Smti.
 is studying in class/course..... in this institution.

Signature and Seal of the Institution / School/College

Form –R
(See Rule-33 (3))

REGISTER OF EDUCATIONAL ASSISTANCE

1. Date of receipt of application :
2. Name & Registration No. of worker :
3. No. of students & their Class :
4. Total Amount Sanctioned as
Educational Assistance :
5. Sanction Order No. & Date :
6. Total Amount paid to the
applicant :
7. Signature of the applicant :

Signature of Secretary of the Board

Form-S

(See Rule – 34 (3))

APPLICATION FOR MARRIAGE ASSISTANCE

To

The Secretary

A&N Islands Building and other Construction Workers Welfare Board

Port Blair

1. Name & Address of the registered construction worker:
2. Registration Number and Date:
(copy of the Identity Card to be enclosed)
3. Details of sons or daughters of the registered construction worker:

Sl. No.	Name	Date of Birth/ Age	Marital status

4. Name of the son or daughter of the registered construction worker for whose marriage the assistance is sought:
5. Have applicant applied for financial assistance for the marriage of any son/daughter; if so details of the same :

The above details are true and correct to the best of my knowledge and belief.

Place:

Date:

Signature and Name of Applicant

CERTIFICATE

I hereby certify that the marriage of Sri/Smt..... Son/daughter of.....with Kumar/Kumari..... son/daughter of..... will take place on..... at.....

Signature of the Contractor/ President or
General Secretary of Trade Union

(See Rule-34 (4))

REGISTER FOR MARRIAGE ASSISTANCE

1. Date of receipt of application :
2. Name & Registration No. of worker :
3. Total Amount Sanctioned as
Marriage Assistance :
4. Sanction Order No. & Date
5. Total Amount paid to the applicant :
6. Signature of the applicant :

Signature of Secretary of the Board

APPLICATION FOR MATERNITY BENEFIT

To

The Secretary

A&N Islands Building and other Construction Workers Welfare Board

Port Blair

1. Name and address of applicant :
2. Registration No. :
3. Age and date of birth :
4. Name of Husband/Wife :
5. Date of confinement :
6. Have you applied for this benefit earlier :
7. If so how many times and give details :
8. Date of registration :
9. Date of payment of 1st subscription :
10. Date of payment of last subscription :
11. List of documents submitted :
 - (a) Medical certificate for confinement in original :

The facts furnished above are true to my knowledge and information.

Place:

Date:

Signature and Name of Applicant

FORM-V
(See Rule-36(4))

REGISTER FOR MATERNITY BENEFIT

1. Date of receipt of Application :
2. Name & Registration No. of worker :
3. Medical Certificate No. Dated :
4. Name & address of nominee with
Relationship to member :
5. Amount of payment of
Maternity Benefit :
6. Signature of the recipient :

Signature of Secretary of the Board

(Lt.General (Retd) Bhopinder Singh),
LIEUTENANT GOVERNOR,
Andaman & Nicobar Islands.

By order of Lieutenant Governor,

Sd./-
(MADHU SUDAN BAIDYA)
Additional Secretary (Labour)/ Labour Commissioner
Director of Employment & Training